



Brownsboro ISD Education Foundation Grants

Guidelines for Grant Applications

Purpose:

The Brownsboro ISD Education Foundation Grants Program is designed to encourage, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Persons Eligible to Apply for Grants:

Individuals and teams of individuals employed by Brownsboro ISD who are involved in the instruction of students or related support services benefiting students are eligible.

Eligible Proposals:

Instructional approaches or projects designed to begin during the Brownsboro ISD school year and which meet the selection criteria.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual teacher-initiated programs or projects. Grants of up to \$2,500 will be awarded to campus teachers (3 or more teachers), departments and district initiated programs or projects. The number of awards will depend on funds available from the Brownsboro ISD Education Foundation. In special instances, specific amounts may be more than these set parameters depending on the scope of the program and the number of students directly or indirectly impacted by the innovative project.

Selection Criteria:

- The degree to which the proposal addresses important program objectives
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished another way).
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatment; and (c) correspondence among evaluation procedures, objectives and treatments.

Selection Process

1. Application forms may be obtained at school offices or online on the Foundation's webpage.
2. Teacher initiated applications must be reviewed by the Principal for congruence with campus programs and signed by the principal.
3. Signed applications are due to the Brownsboro ISD Education Foundation office.
4. Applications will be reviewed and commented on by the Grant Application Review Committee.
5. For each grant application submitted, the committee shall make of the following recommendations; (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval.

If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.

Responsibilities of Grant Recipients:

- Use the awards for purposes intended
- Prepare a brief final report for sharing with other teachers and for inclusion in the Brownsboro ISD Education Foundation's Annual Report.
- Agree to share successful procedures in staff development sessions.
- Write thank you notes from the teachers and/or students or parents for the donation funding for the classroom project. The hope of the education foundation is that this will assist us in finding more donors and larger amounts for grants to Brownsboro ISD teachers.

Guidelines for Completing the Application:

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you? (If you are seeking recognition for something already completed, it is inappropriate)

Statement of Purpose:

- Tell us what you hope to achieve. (for example, what will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

Statement of Rationale—Address the Following:

- Importance of purpose
- How project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose

Objectives:

- Limit the number of objectives
- Imply or state evaluation in the statement of objectives
- Be specific

Instructional Procedures:

- Be specific and brief
- List steps if need be
- Relate to purpose and objectives

Evaluation:

- Relate to stated objectives. Remember the committee will NOT be educators and may not know any educational acronyms. Be sure to explain any program that is not familiar to those outside K-12 educational field.
- Indicate how you will know whether the project was successful